

## Standard Data Elements for Contact Information

The Contact Information Data Standard includes 1) Point of Contact, 2) Address, and 3) Communication information. These three modules contain the basic information needed for contacting an individual or organization. Some of the data elements that are included in this Contact Information Data Standard have been incorporated from the previously approved Facility Identification Data Standard and will be reused in the Contact Information Data Standard to ensure consistency and coordination among standards. This State/EPA data standard was approved by the Environmental Data Standards Council on January 8, 2003.

Point of Contact Data Elements			
Data Element Name	Data Element Definition	Notes	Format
<b>Point of Contact</b> <i>Definition:</i> A designated individual or organization who can provide information about or access to a facility or project. <i>Relationships:</i> Point of Contact information must include either an Individual or an Organization. Point of Contact information may contain both an Individual and an Organization. An Affiliation Type may be provided for each Point of Contact.			
<b>Module 1. Individual</b> An Individual is represented by an Individual Name. <i>Definition:</i> Individual Name - The particular word(s) regularly connected with a person so that you can recognize, refer to, or address them. <i>Note:</i> This module is used when designating an individual. Individual Title Text and Individual Full Name are incorporated by reference from the Facility Identification Data Standard.			
Individual Title Text ( <b>XML Tag:</b> IndividualTitleText) <i>Note:</i> This standard data element is incorporated by reference from the Facility Identification Data Standard.			A(40)
Name Prefix Text <b>XML Tag:</b> NamePrefixText	The text that describes the title that precedes an individual's name.	Example: Dr., Ms.	A(15)
Name Suffix Text <b>XML Tag:</b> NameSuffixText	Additional title that indicates lineage or professional title.	Example: Jr.	A(20)
When recording the name of an individual use:			
EITHER			

Point of Contact Data Elements			
Data Element Name	Data Element Definition	Notes	Format
Individual Full Name ( <b>XML Tag:</b> IndividualFullName) <i>Note:</i> This standard data element is incorporated by reference from the Facility Identification and Permitting Data Standards.			A(70)
OR			
First Name <b>XML Tag:</b> FirstName	The given name of an individual.		A(30)
Middle Name <b>XML Tag:</b> MiddleName	The middle name or initial of an individual.		A(10)
Last Name <b>XML Tag:</b> LastName	The surname of an individual.		A(30)
<b>Module 2. Organization</b> <i>Definition:</i> The particular word(s) regularly connected with a unique framework of authority within which a person or persons act, or are designated to act, towards some purpose. <i>Note:</i> An Organization is represented by an Organization Name. This module is used when designating an organization.			
Organization Formal Name ( <b>XML Tag:</b> OrganizationFormalName) <i>Note:</i> This standard data element is incorporated by reference from the Facility Identification Data Standard.			A(80)
<b>Module 3. Affiliation Type</b> <i>Definition:</i> The relationship between an individual or organization and a facility or a project. <i>Note:</i> This module is used when designating an individual or organization by the affiliation type or role the individual or organization performs.			
Affiliation Type ( <b>XML Tag:</b> AffiliationTypeText) <i>Note:</i> This standard data element is incorporated by reference from the Facility Identification Data Standard.			A(40)

Address Data Elements			
Data Element Name	Data Element Definition	Notes	Format
<b>Address</b> <i>Definition:</i> The place or name of the location where an individual or organization is located or may be reached. <i>Relationships:</i> An Individual or Organization may have only a Mailing Address. An Individual or Organization may have only a Geographic Address. An Individual or Organization may have both a Mailing Address and a Geographic Address.			
<b>Module 1. Mailing Address</b> <i>Definition:</i> The standard address used to send mail to an individual or organization. <i>Note:</i> The following standard data elements have been incorporated by reference from the Facility Identification Data Standard.			
Mailing Address ( <b>XML Tag:</b> MailingAddressText)			A(50)
Supplemental Address Text ( <b>XML Tag:</b> SupplementalAddressText)			A(50)
Mailing Address City Name ( <b>XML Tag:</b> MailingAddressCityName)			A(30)
Mailing Address State Name ( <b>XML Tag:</b> MailingAddressStateName)			A(35)
Mailing Address Country Name ( <b>XML Tag:</b> MailingAddressCountryName)			A(44)
Mailing Address ZIP Code/International Postal Code ( <b>XML Tag:</b> MailingAddressZIPCode)			A(14)
Mailing Address State Code <b>XML Tag:</b> MailingAddressStateCode	The alphabetic code that represents the name of a principal administrative subdivision of the United States, Canada, or Mexico.		A(5)
Mailing Address Country Code <b>XML Tag:</b> MailingAddressCountryCode	The alphabetic code that represents the name of a country where mail is delivered to an individual or organization.		A(2)
<b>Module 2. Geographic Address</b> <i>Definition:</i> Geographic address - The physical location of an individual or organization. <i>Note:</i> The following standard data elements have been incorporated by reference from the Facility Identification Data Standard.			

Address Data Elements			
Data Element Name	Data Element Definition	Notes	Format
Location Address ( <b>XML Tag:</b> LocationAddressText)			A(50)
Supplemental Location Text ( <b>XML Tag:</b> SupplementalLocationText)			A(50)
Locality Name ( <b>XML Tag:</b> LocalityName)			A(60)
State Name ( <b>XML Tag:</b> StateName)			A(35)
Location ZIP Code/International Postal Code ( <b>XML Tag:</b> LocationZIPCode)			A(14)
Country Name ( <b>XML Tag:</b> CountryName)			A(44)
Location State Code <b>XML Tag:</b> LocationStateCode	The alphabetic code that represents the name of a principal administrative subdivision of the United States, Canada, or Mexico.		A(5)
Location Country Code <b>XML Tag:</b> LocationCountryCode	The alphabetic code that represents the name of the country where an individual or organization is located.		A(2)

Communication Data Elements			
Data Element Name	Data Element Definition	Notes	Format
<b>Communication</b> <i>Definition:</i> Communication - A means of sending messages from one place to another. <i>Relationship:</i> Each communication module may be affiliated with one or more Individuals or Organizations.			
<b>Module 1. Telephonic</b> <i>Definition:</i> An identification of a telephone connection. <i>Relationship:</i> Each Individual or Organization may be affiliated with one or more telephone numbers.			
Telephone Number <b>XML Tag:</b> TelephoneNumber	The number that identifies a particular telephone connection.	The international standard for telephone numbers is maximum of 15 diallable digits.	A(15)

Communication Data Elements			
Data Element Name	Data Element Definition	Notes	Format
Telephone Number Type Name <b>XML Tag:</b> TelephoneNumberType Name	The name that describes telephone number types.	<i>Permissible Values:</i> Note: These are example permissible values. Other values may be added. Fax - Type of phone number is for a facsimile machine. Home - Type of phone number is for a home phone. Mobile - Type of phone number is for a mobile phone. Office - Type of phone number is for an office phone. Pager - Type of phone number is for a pager.	A(10)
Telephone Extension Number <b>XML Tag:</b> TelephoneExtensionNu mber	The number assigned within an organization to an individual telephone that extends the external telephone number.		A(5)
<b>Module 2. Electronic Address</b> <i>Definition:</i> Electronic Address - A location within a system of worldwide electronic communication where a computer user can access information or receive electronic mail. <i>Relationship:</i> Each Individual or Organization may be affiliated with one or more electronic addresses.			
Electronic Address Text <b>XML Tag:</b> ElectronicAddressText	A resource address, usually consisting of the access protocol, the domain name, and optionally, the path to a file or location.		A(100)
Electronic Address Type Name <b>XML Tag:</b> ElectronicAddressType Name	The name that describes the electronic address type.	<i>Permissible Values:</i> Note: These are example permissible values. Other values may be added. Email - The electronic address type defined as an electronic mail (e-mail) address consisting of a username, the @ sign, and a mail domain name.	A(10)

Communication Data Elements			
Data Element Name	Data Element Definition	Notes	Format
		<p>Internet - The electronic address type defined as an interconnected system of networks that connects computers around the world via the TCP/IP protocol.</p> <p>Intranet - The electronic address type defined as a privately maintained computer network that can be accessed only by authorized persons, especially members or employees of the organization that owns it.</p> <p>HTTP - The electronic address type defined as a communications protocol (HyperText Transfer Protocol) used to request and transmit files, especially Web pages and Web page components, over the Internet or other computer network.</p> <p>FTP - The electronic address type defined as a communications protocol (File Transfer Protocol) governing the transfer of files from one computer to another over a network.</p> <p>Telnet - The electronic address type defined as a communications protocol that enables a computer to function as a terminal working from a remote computer.</p>	